

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **DISPOSAL SITE SUPERVISOR**

##### **DEFINITION:**

Under general supervision, to plan and supervise construction, maintenance, and equipment operation work at a sanitary landfill; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Assigns and organizes the work of equipment operator crews at a landfill site;
- Supervises the excavation of future landfill sites and the construction of access roads and drainage facilities on a sanitary landfill;
- Evaluates daily work load and plans appropriate work programs;
- Supervises and inspects the compaction and burial of refuse;
- Reads topographical maps and grade stakes to determine cuts, grades, fills and slopes;
- Assists engineer in laying out grades to be followed;
- Maintains daily work records and equipment usage and repair records;
- Determines need for equipment maintenance;
- Investigates accidents involving City equipment;
- Enforces regulations regarding dumping of unacceptable material;
- Handles citizens complaints and provides information to the public regarding the use of the landfill;
- Represents management in employer-employee relationships with subordinates, and investigates and processes grievances;
- Assigns, trains, and evaluates the work performance of subordinates.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of experience operating heavy mobile construction equipment, **AND** one year of experience at a large sanitary landfill or in large scale earth moving or excavation operations such as new highway construction, earthen dam construction, or large subdivision grading.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.